

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES**

**Tuesday, November 19, 2013  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR MEETING**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:18 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Krisanna Clark, and Matt Langer. Dave Grant and Robyn Folsom were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Police Captain Ty Hanlon, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Finance Director Julie Blums, City Engineer Bob Galati, Administrative Assistant Colleen Resch, Agency Recorder Sylvia Murphy and City Attorney Chad Jacobs.

Chair Middleton addressed the Consent Agenda and asked for a motion.

**4. CONSENT AGENDA:**

**A. Approval of Number 5, 2013 URA Board Meeting Minutes**

**MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 5:0. (ALL PRESENT MEMBERS VOTED IN FAVOR. ROBYN FOLSOM AND DAVE GRANT WERE ABSENT).**

Chair Middleton addressed the next agenda item.

**5. PRESENTATIONS**

**A. Community Center Update**

Assistant City Manager Tom Pessemier came forward and provided a brief update on the Community Center. He stated in August and September staff did a few presentations showing exterior components of the building and followed up with a more detailed presentation of the interior of the building. He said we spoke of functionality and how things would work inside the building, building features and flexibilities. He said we addressed hurdles of technical cost estimating and we have a firm that does this professionally and they came up with a cost estimate that was roughly 10% higher than what our budgeted goal was. He said there were some immediate savings from that which we were able to understand once we got better information from some of the disciplines. He said we recognized fairly quickly that our estimates were in line with what we expected and we are now moving forward with getting construction drawings. He said from there we had a land use process and we did a minor modification to the site plan through the Planning Commission. He said they approved that with very few conditions and that was not appealed and that is finished at this time. He said we also submitted plans to the Building Department for building permits and those plans have been reviewed and we read the comments and resubmitted them and that process is well along. He said we have also gone out to bid and it will be a public bid and is open in the Daily Journal of Commerce and a few other contracting

boards in the area. He said information is available on the City website. He said bids are due back December 5<sup>th</sup> and we anticipate the cost will be in line with what we expect. He said he believes we have done a lot to keep costs and the project in line with expectations. He said when bids come in staff will come back to the URA Board, currently planned for December 17<sup>th</sup> to allow the URA Manager to enter into a contract with the contractor as well as any construction management services. He said if all this takes place, we will start construction in January 2014 and would have an opening of the building in late 2014.

Chair Middleton asked for Board questions, with none heard, he addressed the next agenda item.

## **6. NEW BUSINESS**

### **A. URA Resolution 2013-010 Authorizing the use of certain responsibility criteria in accordance with ORS 279C.375(3)(b)**

City Engineer Bob Galati stated this resolution is to go along with the bidding process. He said typically we ask for prequalification before we go out to bid and due to the timeframe we have included the prequalification process as part of the bid process. He said to make this clear and transparent staff is currently coming before the Board to allow the Board to understand the prequalification process, what the requirements are and get approval to allow staff to proceed.

He said this is in compliance with Oregon Attorney Generals bidding contract laws which say a local contract review board, which the URA Board can act as a local contract review board, can approve these conditions. He stated this resolution adopts the conditions and allows us to include those conditions as part of the bid process.

Chair Middleton asked for Board questions, with none heard, the following motion was made.

**MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2013-010, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 5:0. (ALL PRESENT MEMBERS VOTED IN FAVOR. ROBYN FOLSOM AND DAVE GRANT WERE ABSENT).**

Ms. Henderson thanked the City Engineer. Chair Middleton addressed the next agenda item.

## **7. STAFF REPORT**

Tom Pessemier indicated there was not a staff report.

## **8. ADJOURN**

Chair Middleton adjourned the meeting at 8:25 pm.

Submitted by:

---

Sylvia Murphy, MMC, Agency Recorder

---

Bill Middleton, Chair